

# PLANNER I

**GRADE: 16**

**FLSA: EXEMPT**

## CHARACTERISTICS OF CLASS:

The Planner I performs responsible professional work involving a variety of general and specialized department programs. Work involves some contact with boards and commissions, developers, engineers, architects, other City and public agencies, and the general public in securing information and in interpreting and explaining various ordinances and plans for which the department is responsible. The work requires limited physical demands and the working conditions are usually good but occasionally somewhat disagreeable due to considerable mental effort and stress involved in handling multiple projects and meeting deadlines. Work is checked regularly for progress and conformance to established policies and requirements by the Director, Chief of Planning and Planner III who may supervise the incumbent.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Researches special planning studies; summarizes and analyses data; prepares accompanying report including illustrations, charts and tables.
- Analyses reports from other government and private agencies; prepares summaries for boards and commissions.
- Analyzes reports prepared by citizen groups and prepares summaries; acts in a technical capacity for such groups recommending methodology that may be used

in preparation of such reports, and briefing on planning data, terminology and procedures.

- Analyzes and compiles planning data; investigates citizen complaints, coordinates interagency actions on special reports.
- Contacts other departments of City government or agencies at the Federal, State or local levels.
- Works on development applications and briefs the Mayor & Council, Planning Commission, Historic District Commission, and Board of Appeals or other public bodies on planning concerns.
- Assists applicants and the public to locate useful information, to follow procedures and comply with City requirements.
- Researches and analyses in a professional manner planning related matters as assigned.
- Prepares staff reports and studies accurately and in a timely fashion.
- Conducts field surveys and documents results as required.
- Performs other work as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in planning, architecture or a related field and one (1) year's planning experience; or a Master's degree from an accredited college or university in urban, city or regional planning.

### **Preferred Knowledge, Skills and Abilities:**

- Good knowledge of the principles, practices and techniques of urban planning, zoning and development.
- Good knowledge of the literature and sources of information available concerning planning matters, and of the techniques and procedures useful to analyze and report on such subjects.
- Good knowledge of zoning ordinances and the regulation and the methods and procedures by which they are enforced.
- Good knowledge of drafting, sketching and lettering and of illustration techniques and practices.
- Knowledge of computer applications to planning (word processing, spreadsheets and data bases, geographic information systems).
- Skill in the use of drafting instruments and graphic display materials and programs.
- Skill in presenting both oral and written reports to the Mayor and Council, Planning Commission and other groups.
- Ability to analyze and evaluate pertinent planning data, to develop unbiased, just and concise recommendations, and to execute plans once approved.

- Ability to provide information to the boards and commissions, and other interested groups, and to convey concise and accurate explanations concerning various planning ordinances and procedures.
- Ability to make recommendations recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.
- Ability to establish and maintain effective working relationships with other employees and to deal tactfully with applicants, engineers, the public, and elected and appointed officials.